



City of Riverside, California
Personnel Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: VI-12 Effective Date: 06/01

SUBJECT: DENTAL INSURANCE

PURPOSE:

To define the City of Riverside's Dental Insurance Plan for uniformity of interpretation and application.

DEFINITIONS:

For the purposes of this Policy, Dependents are defined as follows:

Spouse - A husband or wife, as defined or recognized under state law for purposes of marriage.

Child - A biological, adopted or foster child, a stepchild, or a legal ward (guardianship). The son or daughter must meet the age limitations as set forth in the applicable plan document.

Grandchild - a biological, adopted, or step grandchild for whom the employee has legal guardianship. The grandchild must meet the age limitations as set forth in the applicable plan document.

POLICY:

All employees, except temporary employees (not eligible for benefits), may enroll in one of the dental insurance plans offered by the City.

1. **Premiums**

The City, under negotiated terms, pays a substantial amount of the premiums. City contributions towards premiums may vary based on bargaining unit. Employees pay any remaining costs.

2. **Enrollment**

Enrollment forms must be submitted within the first 30 days of employment for new hires. Benefits are effective the first of the month following 30 days of employment. If the 30-day deadline is missed, enrollments may not take place until the next Open Enrollment period. The Human Resources Director has the authority to make exceptions in the event of unusual or extenuating circumstances.

Current City employees may enroll in dental insurance only during the Open Enrollment period. (See Open Enrollment Policy #VI-10.) Under some circumstances, this may be waived. Such circumstances may include, but are not limited to, the following: spouse layoff, court order, or divorce.

3. **Changes**

Changes may only be made under the following circumstances:

- A. New dependents may be added within 30 days of the qualifying event; i.e., marriage, birth, and adoption. If the 30-day deadline is missed, the new dependent cannot be added until the next Open Enrollment period.
- B. Dependents may be deleted at any time. It is the employee's responsibility to notify the Human Resources Department if a dependent is no longer eligible for coverage. Once dropped, the dependent(s) may not be added again until the next open enrollment, if eligible.
- C. Employees may change insurance carrier only during the Open Enrollment period.

4. **Coverage**

It is the employee's responsibility to carefully read and evaluate the plans that are offered before enrolling in or changing plans. Coverage, restrictions, and/or rates could vary between the plans. For example:

- A. Age limits for dependents may vary depending on insurance plan and bargaining unit.
- B. Plans may or may not have out-of-area coverage.
- C. Co-payments and costs may vary depending on insurance plan and bargaining unit.

5. **Continuation of Benefits**

As mandated by the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), separating employees may continue dental insurance coverage under the City's plan at the City's rate for a period of 18, 29, or 36 months, depending on the qualifying circumstance. Those employees age 60 or more who have at least five years of service with the City of Riverside may continue benefits for up to 60 months or until they are age 65 and/or eligible for Medicare. For coverage beyond the COBRA period, participants must contact and make arrangements with the insurance company directly. (See COBRA Policy #VI-28.)

6. **Employee Insurance Committee**

A committee, consisting of representatives from the various bargaining units, will meet periodically to discuss employee insurance issues. This committee makes recommendations to the City Manager regarding the insurance providers, policies and/or provisions, resolving

employee concerns and/or problems and other issues as they arise.

PROCEDURE:

Responsibility	Action
Employee	<ol style="list-style-type: none"> 1. Completes all necessary paperwork to enroll within 30 days of hire and submits to Human Resources. 2. Completes all necessary paperwork to make changes within 30 days of the qualifying event. 3. Submits appropriate forms to Human Resources if a dependent is no longer eligible for coverage.
Human Resources	<ol style="list-style-type: none"> 4. Processes all paperwork as necessary. 5. Schedules periodic Employee Insurance Committee meetings. 6. Notifies all employees of dental insurance changes via printed notices. 7. Schedules the annual Open Enrollment period.

Disclaimer: This policy is for internal processes only. Should a discrepancy exist between this document and the Insurance Plan Document, the Insurance Plan Document will prevail. Should a discrepancy exist between this document and Federal or State Law, the Federal or State Law will prevail.